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CONFIDENTIAL

MEMORANDUM FOR: Chief, Plans and Policy Staff

8 May 1957

SUBJECT : Intelligence School Weekly Report #19  
2 May through 8 May 1957I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESA. OCR Orientation Officer

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Date <b>3-10-78</b>	By <b>35</b>
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(1) On 6 May the CIA Introduction was conducted for ☐ people.

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(2) ☐ people are scheduled to attend the Dependents' Briefing Tuesday and Wednesday afternoons, 7 and 8 May. The closing remarks will be given by ☐ C/PK.

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(3) The entire Cable Branch/ID/OCR has now attended the Departmental Briefing. A request was also received from OCI for ☐ people to attend the program.

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(4) ☐ spent a good deal of time last week scheduling the record number of 22 presentations by CIA personnel to be given in the Strategic Intelligence School. The presentations and choice of speakers have been carefully coordinated with Colonel Arnts, Assistant Commandant, SIS. Colonel Arnts has expressed his appreciation for the extensive support rendered by CIA, upon which SIS relies heavily for its speakers. By way of comparison, the Department of State furnishes but one speaker for each course. OCR is furnishing two speakers from SIC, one from IS, and, for the first time, one from IAS.

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B. Intelligence Orientation

(1) ☐ reports the following factors concerning the work expected of the Staff of Introduction to Intelligence during the months of July and August this year: (a) We are in the process of preparing a CIA Support Exhibit to be incorporated into Introduction to Intelligence in either September or October; (b) The Signal Center of the Office of Communications has asked for a special version of Introduction to Intelligence to be given to their people, who cannot be released to attend a regular scheduled course; and (c) We are contemplating a

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number of changes to Introduction to Intelligence, the changes to be in effect as of 3 September. The changes include:

(1) Preparation of a number of training studies. Four of these are in various stages of writing; three others are still in the idea stage and will probably remain that way until our instructors have finished preparing for and conducting the special program for security officers which runs from 10 through 21 June.

(2) A change in the sequence of the presentation of course material. We intend to experiment with this during the July running and to use some of our "free" time during August to smoothing the inevitable rough edges.

(3) Change of guest speakers. Some time will be necessary for sitting down with and convincing certain people that their offices would be better represented by a speaker other than the one we now use and for explaining to the new speakers what we want them to do.

(4) In connection with all three of the above, we want to develop new seminars based on the lectures and readings. This will affect from 8 to 12 net hours of instruction.

(2) The first week of Intelligence Orientation #9 ended on Friday, 3 May. All instructors have commented that this group, possibly because it is small, is remarkably alert, inquisitive, and eager to participate in all seminars.

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(3) [ ] discussed with [ ] the proposal from the Office of Communications for a special version of the Introduction to Intelligence for Signal Center personnel. Mr. [ ] indicated that he had no objections to omitting Introduction to Communism material from the proposed program if OC is not ready to include it, but that Introduction to Communism material should be considered seriously by OC.

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(4) In order to accommodate the unexpectedly large number of people who wish to attend [ ] lecture on 9 May, the schedule of Introduction to Intelligence has been changed slightly so that the lecture can be given in the R & S Auditorium.

(5) On Tuesday, 7 May, Intelligence Orientation was confronted with a potentially serious problem in its planning for

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the special course for Security Office personnel. [ ] informed us that it would be necessary for him to run a Counterespionage Operations Course beginning either 3 or 10 June in order to satisfy demands for the course. Since we are committed to cover the CE unit of the Security Officers course during 18 through 21 June, and since there is an insufficient supply of training materials to handle this and the CE Operations course simultaneously, it seemed that a modification of the Security Officers course might be necessary. However, after discussions with [ ] and a review of the training material in question, it was decided that the reproduction of the training material can be completed. It appears that this job can be handled and will begin as soon as possible.

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(6) The typing of the last draft of the second training study to be used in Intelligence Orientation has been completed. This study, "Intelligence Concepts," will receive a final review for type and grammar before being sent for reproduction. A carbon copy of this draft has been given to the Assistant for Overseas Training to serve as a basis for satisfying requests for this type of material to be used in overseas training.

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#### C. Management Training

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(1) There are [ ] people enrolled in the current course, Basic Supervision #31. [ ] are from DD/P, [ ] from DD/S, and [ ] from DD/I. It is an alert and capable group of supervisors largely senior technician types, GS 12-13.

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(2) [ ] students are enrolled for Basic Management #34 which is due to begin on 13 May. [ ] will be in charge of this presentation, and for a week the supervision and management courses will be running concurrently.

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#### D. Intelligence Training

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(1) Intelligence Research (Maps) started on Monday, 6 May, with [ ] students (the course maximum). [ ] are from OHR, [ ] from OHR, and [ ] from SB/PI.

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(2) [ ] is gathering display material for use in his new lecture on the graphic presentation of comparative statistics. This talk will be a special feature included in the current course for the benefit of OHR personnel. Several of the intelligence problems with which the course concludes will require computation of statistical data and conversion of tables of figures to pictographs in map form.

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(3) During the past week [ ] assigned [ ] to survey the OSI training needs, following conferences with the AD, Executive Officer, and Chiefs of OSI Divisions. OSI has requested a course in research techniques which is now under development, and is anxious to get the course under way.

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#### E. Administrative Training

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(1) [ ] conferred with [ ] concerning training survey techniques. This is a preliminary step in formulating plans for a survey of training needs in the Office of Personnel which may include all SP designees.

(2) The film "Rififi" was reviewed by members of the staff for possible use in connection with a casing problem.

#### F. Reading Improvement

Reading Improvement has developed two new practice exercises based on R 20-860 and R 51-550, to exemplify techniques for reading regulations. The exercises will be used mainly for DD/S students.

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#### G. Clerical Training

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(1) During the week of 29 April there were [ ] people in Clerical Induction Training and [ ] people in Clerical Orientation. 25X1

(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 29 April were as follows: Of [ ] people tested in short-hand, [ ] qualified; of [ ] tested in typewriting, [ ] qualified.

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#### H. Instructor Training

Nothing to report.

#### I. Visual Aids Staff

The weekly report of VAS is attached.

### III. PERSONNEL NOTES

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A. On Friday, 3 May, [ ] was accepted into the JOT Program. His release date from IS has not been decided.

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B. [ ] returned to work on 6 May. Until he feels strong enough to work full time he will work half-days, coming either morning or afternoon to attend seminar sessions.

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C. [redacted] left for two weeks' military  
duty as of 6 May 1957.

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D. [redacted] expects to go on maternity leave approxi-  
mately 1 September.

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[redacted]  
Chief, Intelligence School

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